

**Inspection Checklist**

**School Name**

**Date: Area Inspected:**

**Team:**





**Key:**

Verification: D=documentation O=observation I=interview/informal chat with employee

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| **General** | | | | | | | | |
| **Item/Standard/Expected Findings** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for corrective action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| *The Saskatchewan Employment Act*, Part III, and *The Occupational Health and Safety Regulations, 2020*, are readily available for reference by all employees? |  |  | x | x |  |  |  |
| Is the OHS safety book utilized by all employees, and reviewed during staff meetings? |  |  | x | x |  |  |  |

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| **OH&S Bulletin Board** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for corrective action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Does the safety bulletin board display current OHC minutes? |  |  | x |  |  |  |  |
| Does the safety bulletin board display information from the LRWS? (e.g., General OHS information, notices of contravention, officer’s reports, etc.) |  |  | x |  |  |  |  |
| Does the safety bulletin board display inspection and investigation results? |  |  | x |  |  |  |  |
| Does the safety bulletin board display (site specific) injury statistics? |  |  | x |  |  |  |  |

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| **Posted Items** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Is the corporate policy posted at the worksite? |  |  | x |  |  |  |  |
| Are the 3 OH&S legislated workers’ rights posted at the worksite? |  |  | x |  |  |  |  |
| Are the organization’s general safety rules posted at the worksite? |  |  | x |  |  |  |  |
| Is the Harassment Policy posted? |  |  | x |  |  |  |  |

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| **Emergency Preparedness** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Emergency evacuation plans clearly identify the evacuation route, location of fire extinguishers and smoke detectors? |  |  | x |  |  |  |  |
| Emergency numbers and building location (address) is displayed next to the phone? |  |  | x |  |  |  |  |

| **Fire** | | | | | | | | |
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| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Fire extinguishers maintained and tested annually? |  |  | x | x |  |  |  |
| All fire extinguishers full and in their proper place? |  |  | x |  |  |  |  |
| Fire doors are clear, are in working condition and are not inappropriately propped open? |  |  | x |  |  |  |  |
| Location of extinguishers, alarm panels are accessible and all employees know their location? |  |  | x | x |  |  |  |
| Fire instructions are posted?  (steps to be taken) |  |  | x |  |  |  |  |

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| **First Aid** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Are the first aid kits clearly marked and checked monthly to ensure supplies are fully stocked? |  |  | x | x |  |  |  |
| First aid log in place and used by employees? |  |  | x | x |  |  |  |
| OH&S incident report forms are available? |  |  | x | x |  |  |  |

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| **Exits/Entrances** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Exit is highly visible and light bulbs are working? |  |  | x |  |  |  |  |
| Exits/Entrances are unblocked and clear at all times? |  |  | x | x |  |  |  |
| Exits/Entrances are well lit? |  |  | x |  |  |  |  |
| Exits/Entrances free of ice? |  |  | x | x |  |  |  |

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| **Grounds** | | | | | | | | |
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| **D** | **O** | **I** |
| Outside lighting is in good working order? |  |  | x |  |  |  |  |
| Pathways are free from clutter and ice? |  |  | x | x |  |  |  |
| Ramps and outside stairways are in good condition? |  |  | x |  |  |  |  |
| Is the BBQ in good working condition? |  |  | x |  |  |  |  |
| Are employees are trained in the safe operation of the BBQ? |  | x |  | X |  |  |  |

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| **Workplace Hazardous Materials Information System (WHMIS)/Consumer Products** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Current Safety Data Sheets are available for hazardous products used? |  |  | x | x |  |  |  |
| All chemicals are stored and labelled in accordance with WHMIS legislation? |  |  | x |  |  |  |  |
| All workers have received WHMIS education? |  |  | x |  |  |  |  |
| All workers trained in the handling and safe use of hazardous products and consumer products? |  | x |  | x |  |  |  |

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| **Personal Protective Equipment (PPE)** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Appropriate PPE is available to all employees? |  |  | x | x |  |  |  |
| Employees know where to obtain PPE? (Goggles, gloves, masks, etc.) |  |  |  | x |  |  |  |

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| **Housekeeping** | | | | | | | | |
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| **D** | **O** | **I** |
| There are no cracked window panes? |  |  | x |  |  |  |  |
| Are walls clean and in good repair? |  |  | x |  |  |  |  |
| Floors are free from breaks, loose tiles, or other tripping hazards? |  |  | x |  |  |  |  |
| Floors are washed in small areas and/or at uncrowded times? |  |  | x | x |  |  |  |
| Wet floor signs are used on wet or hazardous floors? |  |  | x | x |  |  |  |
| Containers for broken glass/china are available and used? |  |  |  | x |  |  |  |

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| **Garbage** | | | | | | | | |
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| **D** | **O** | **I** |
| Flammables kept in and disposed of in proper bins? |  |  | x | x |  |  |  |

| **Storage** | | | | | | | | |
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| **D** | **O** | **I** |
| Storerooms are well lighted and orderly? |  |  | x |  |  |  |  |
| Are floors around the shelves clear? |  |  | x |  |  |  |  |
| Are racks and shelves secured and maintained? |  |  | x |  |  |  |  |
| Materials are stored so they cannot fall? |  |  | x |  |  |  |  |
| Storage of heavy items are kept below waist level on the lower shelves? |  |  | x |  |  |  |  |
| Spillable items are stored below eye level? |  |  | x |  |  |  |  |
| Objects that might roll are blocked? |  |  | x |  |  |  |  |
| Materials are stored 24” clear of sprinkler heads and light fixtures? |  |  | x |  |  |  |  |

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| **Ergonomics/Manual Handling of Objects** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Step ladders or step stools are available where required? |  |  | x | x |  |  |  |
| Step ladders or step stools in good condition? |  |  | x |  |  |  |  |
| Employees have been trained in safe lifting techniques and safe body mechanics? |  | x |  | x |  |  |  |

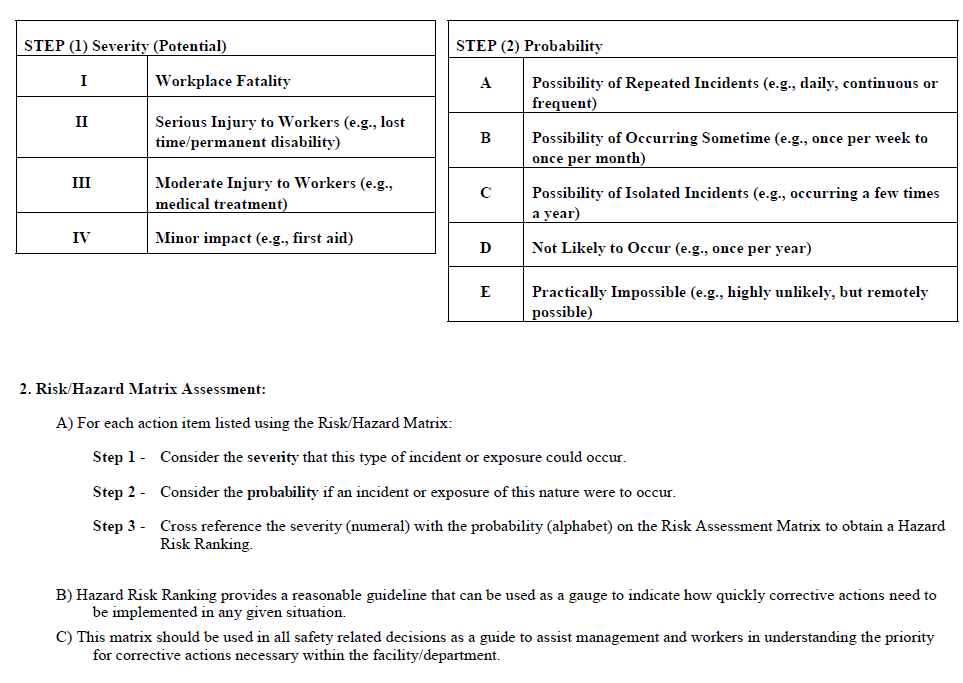
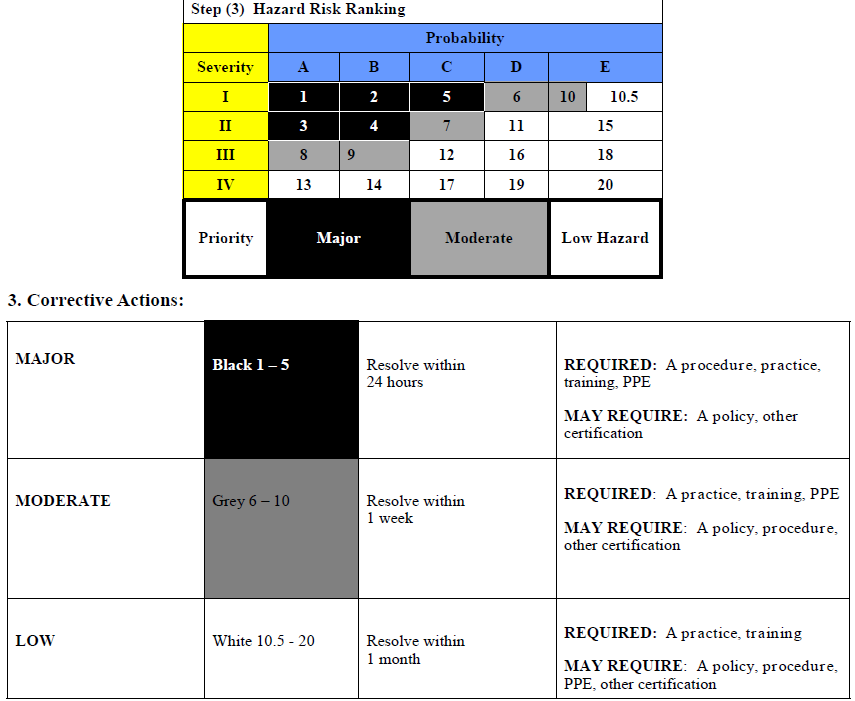
| **Safe Student/Client Handling** | | | | | | | | | |
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| **D** | **O** | **I** |
| Employees are trained in a safe student/client handling program? |  | x |  | x |  |  |  | |
| The equipment is maintained according to the manufacturer’s recommendations? |  | x | x |  |  |  |  | |
| A preventative maintenance program that meets the manufacturer’s recommendations is in place for each piece of equipment? |  | x | x |  |  |  |  | |

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| **Equipment** | | | | | | | | |
| **Item** | **Risk**  **level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Equipment is inspected and cleaned as required (just prior to using it)? |  |  | x | x |  |  |  | |
| Power is switched off, unplugged, or locked-out before being cleaned or serviced? |  |  | x | x |  |  |  | |
| All furniture and chairs are in safe condition? |  |  | x | x |  |  |  | |

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| **Electrical** | | | | | | | | |
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| **D** | **O** | **I** |
| Electrical cords, plugs and sockets in good condition? |  |  | x |  |  |  |  | |
| All electrical equipment is properly grounded? |  |  | x |  |  |  |  | |
| Electrical appliances are unplugged when not in use? |  |  | x | x |  |  |  | |
| Electrical cords are secured away from traffic/work areas? |  |  | x |  |  |  |  | |
| There is minimal use of extension cords? |  |  | x |  |  |  |  | |
| Are cords secured? |  |  | x |  |  |  |  | |

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| **Lighting** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Is emergency lighting in place and is it adequate? |  |  | x | x |  |  |  | |
| Is emergency lighting working and maintained? |  |  | x | x |  |  |  | |
| All overhead lighting units are adequate and in working condition? |  |  | x | x |  |  |  | |

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| **Environment** | | | | | | | | |
| **Item** | **Risk**  **Level** | **Verification** | | | * Reference (e.g., standard/Act/regulations, etc.) * Recommendation for correction action (short and/or long term) based on that reference | **Person(s) Responsible** | **Follow-up/ Completion Date** |
| **D** | **O** | **I** |
| Is there is adequate ventilation to the work area? |  |  | x | x |  |  |  | |
| Temperature is adequately controlled? |  |  | x | x |  |  |  | |

***Occupational Health and Safety Regulations, 2020* (frequently used)**

|  |  |
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| **General Duties** | **Part 2 & 3** |
| General duties of an employer | Regulation 3-1 |
| General duties of an employer | Regulation 3-1(d) |
| General duties of a worker | Regulation 3-2 |
| Supervision of a worker | Regulation 3-6 |
| Duty to inform workers | Regulation 3-7 |
| Training of a worker | Regulation 3-8 |
| Occupational Health & safety program | Regulation 3-11 |
| Maintenance and repair of equipment | Regulation 3-14 |
| Working Alone | Regulation 3-24 |
| Harassment | Regulation 3-25 |
| Harassment | Regulation 3-25 (2) (b) |
| Violence | Regulation 3-26 |
| Accidents causing serious bodily harm | Regulation 2-2 |
| Dangerous occurrence | Regulation 2-3 |
| **General Health Requirements** | **Part 6** |
| Sanitation | Regulation 6-1 |
| Ventilation and air supply | Regulation 6-2 |
| Mechanical ventilation | Regulation 6-3 |
| Mechanical ventilation (Carbon Monoxide detectors) | Regulation 6-3(3)(b) |
| Lighting | Regulation 6-6 |
| Thermal condition | Regulation 6-7 |
| Clothing | Regulation 6-10 |
| Change and shower facilities | Regulation 6-11 |
| Lifting and handling loads | Regulation 6-15 |
| Musculoskeletal injuries | Regulation 6-18 |
| Exposure Control Plan | Regulation 6-22(3)(d)(f,”v”), Reg 7-13, |
| **PPE** | **Part 7** |
| Use of equipment | Regulation 7-1 and 7-2 |
| Respiratory devices | Regulation 7-3 and 7-4 |
| Eye and face protection | Regulation 7-8 |
| Skin protection | Regulation 7-9 |
| Lower body protection | Regulation 7-10 |
| Foot wear | Regulation 7-11 |
| **Safeguards, Storage, Warning Signs & Signals** | **Part 9** |
| Protection against Falling | Regulation 9-8 |
| **Machine Safety** | **Part 10** |
| Safeguards | Regulation 10-4 |
| Locking out | Regulation 10-6 |
| **Power Mobile Equipment** | **Part 11** |
| Trained operators for power mobile equipment | Regulation 11-2 and Table 11 |
| Visual inspection | Regulation 11-3 |
| Inspection and maintenance | Regulation 11-4 |
| **Entrance, Exit, and Ladders** | **Part 16** |
| Ladders | Regulation 16-2 |
| Portable ladders | Regulation 16-6 |
| Use of portable ladders | Regulation 16-7 |
| **Chemical and Biological Substances** | **Part 21** |
| Eye flushing equipment | Regulation 21-12 |
| Flammable, unstable, highly reactive and corrosive substances | Regulation 21-13 |
| **WHMIS** | **Part 22** |
| Worker education and training | Regulation 22-4 |
| Supplier label | Regulation 22-5 |
| Workplace label for decanted products | Regulation 22-7 |
| Availability of Safety Data Sheet | Regulation 22-13 |
| **Asbestos** | **Part 23** |
| Inspection | Regulation 23-7 |
| Asbestos processes | Regulation 23-8 |
| Asbestos surface | Regulation 23-9 |
| **Fire and Explosion Hazard** | **Part 25** |
| Fire safety plan | Regulation 25-2 |
| Fire extinguishers | Regulation 25-3 |
| Garbage as a fire hazard | Regulation 25-4 |